

NEOGOV: OSHR: HR Users: How to Force Open a Position in Beacon in order to Post in NEOGOV – **Build a solid foundation:**

Tips for linking it all together to maximize efficiency and minimize posting do-overs and after the fact exam recruiting plan adjustments:

BEACON

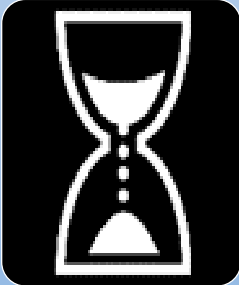
Check position's status in **BEACON**, which is the source of open position information found in **NEOGOV**, and make appropriate adjustments there before you begin:

Open?



- Is the position open?
- If not, force it open via PO 13, info type 1007

Time?



- How long has the position been open?
- Although open BEACON positions often arrive overnight, some may take up to 48 hours to transport to NEOGOV

Classification?



- Is the classification in BEACON the same as the one you plan to fill?
- If not, wait for reclassification so the requisition's classification (& associated minimum E&E and salary range) matches the one you post.